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Council on Aging Minutes 10/14/2004

ARLINGTON COUNCIL ON AGING
 27 Maple Street, Arlington, MA 02476-4909
 781-316-3400

Lynne Larkin, Chair
 Elizabeth McGaffigan, Vice-Chair
 Shirley Chapski, Secretary

Special Meeting in Lieu of Annual Meeting
 Arlington Council on Aging
 October 14, 2004
 MINUTES

Place and Time of Meeting: Arlington Senior Center, 27 Maple St., Arlington, 7:35 p.m. Members Present: Mildred Hurd, Harry McCabe, Lynne Larkin, Mara Klein Collins, Elizabeth McGaffigan, and Shirley Chapski.

Absent: Ruth Palumbo Others Present: John Jope, COA Executive Director

Quorum Identification/Call to Order: Mara Klein Collins, Chair, presided and called the meeting to order at 7:35 p.m. Shirley Chapski kept the minutes. A quorum of 6 was present.

Minutes of the April 22, 2004 Meeting: Harry moved to receive the minutes of the April 22, 2004 meeting; Shirley seconded; all in favor. Harry moved to approve the minutes for purposes of discussion, Shirley seconded, Mara abstained because she was absent from said meeting; all in favor. There being no corrections to the minutes, Harry moved to approve the minutes, Shirley seconded, all in favor.

REPORTS:

Executive Director's Report

- Sheri Baron: Board member, Sheri Baron, has resigned from the Board.
- Flu Shots: No flu shot clinic is scheduled; no vaccine available. The COA is advising callers to check with their own doctors and to call the COA hot line which will list sites where shots are being delivered.
- Transportation/Van Driver: Donald Boudreau, recuperating from surgery, will be returning shortly and will work on a part time basis in the office. The new COA van is currently being retrofitted with equipment to allow the opening of doors by switch rather than manually.

Intern Program: Seven student nurses from the UMASS School of Nursing are in place and will be here until May. Social worker intern, Glen Legere, from Salem State, is working with Laurie August.

COA Representative/Liaison to Minuteman Senior Services: Harry has asked Minuteman Services to add the COA Board to their mailing list.

COA Representative/Liaison to Arl. Seniors Association: Mildred said she is not always notified of ASA meetings or changes to the meeting dates. ASA will be reminded to get notices to Mildred.

ASA Representative to COA: Charles Schwab absent.

S.A.L.T. Committee: Elizabeth reported that former board member, Dottie Nicholas, turned over her notes to Elizabeth when she resigned. Elizabeth will see Lt. Serson next week and will talk with him about the program.

Sevoyan Bequest Committee: Harry had no report. At prior meetings he said he was open to any questions from the board but has not heard from anyone.

Pay As You Throw Committee: Elizabeth reported that the committee met last week and is drafting a letter to the Arlington Selectmen outlining the direction their committee has taken and requesting input from the selectmen as to whether the committee is going down the right path. The final report with recommendations is due in December.

Joint ASA/COA Fundraising Committee: Harry reported that the Arlington Seniors Association has engaged a consultant, Marlene Archer, who is working on grant requests, mainly, to underwrite computer classes. Ms. Archer has obtained six Dell computers and they have been installed and computer classes are being offered to seniors.

UNFINISHED BUSINESS

July Medicare Forum Recap: John distributed copies of the July 22, 2004 Arlington Advocate article, entitled Experts Try to Clarify Medicare which outlined the changes in Medicare policy, most notably the new Medicare approved prescription discount card program. John said he had received some very positive feedback on the forum. Discussion followed as to whether or not a similar forum could be held next year.

Financial Report: •Sanborn Grant: Arlington COA requested and received \$20,000 additional funding from Sanborn (the foundation which helps pay for transportation to treatment centers for cancer patients). The \$26,000 contributed at the beginning of the year was used up by July. A more rigid set of controls will be set up with the lifetime amount per client limited to \$1000. These changes will not apply to present clients to whom the COA has made a commitment, but they will be advised that the new controls will also apply to them after the first of the year. John is finalizing a letter to Sanborn letting them know about these controls.

•Scholarship Funds: The Transportation Subsidy Fund and the Medical Appointment Subsidy Fund essentially serve the same purpose--the difference being the Medical

Appointment Subsidy Fund was created when Mt. Auburn Hosp. donated \$5,000 for transportation with the request that any interest generated stay with the principal. The Transportation Subsidy Fund does not have that provision. Consequently, we are letting the Transportation Subsidy Fund run dry. Any future donations will go into one fund-- The Medical Appointment Subsidy Fund. John informed the Board that the fund is very low and a discussion arose concerning approaching organizations for funding. Mara asked that John write up a document explaining the purpose of the fund and Lynne suggested we wait until we have the document before determining a course of action.

NEW BUSINESS

•COA Annual Election of Officers: The following officers were elected by unanimous vote to serve until the next annual meeting: Lynne Larkin, Chair; Elizabeth McGaffigan, Vice Chair; and Shirley Chapski, Secretary.

•COA Municipal Budget Requests for FY 2005: John referred the Board to the previously distributed document, Director's Request: FY2005 Budget Items, which are his suggestions to Patsy Kraemer from the director's point of view and up for discussion. The requested budget items are as follows: (1) Reinstate COA Social Worker from 27 hrs/wk to full 35 hrs/wk; (2) Reinstate COA Clerk/Secretary from 24 hrs/wk to full 35 hrs/wk; (3) Move Information & Referral salary from COA Transportation to Municipal funding; (4) Reinstate line item for Harry Barber Community Service Program--11 positions; and (5) Medical Appointment Subsidy Fund dangerously low. Discussion followed and Mara and Lynne suggested John prioritize the items and provide more detail. Harry recommended salary figures be added to the request. John will give the Board a revised version shortly. •Dial-a-Ride Contract Renewal for 2005: Copies of the "Invitation for Bid for Transportation for Seniors & Disabled Residents" were distributed. John pointed out that essentially it is the same as last year. The present contract is with Arlex Taxi. Discussion followed on the terms of the contract and scope of services. No changes were recommended.

•Town Day Sep 11, 2004 Recap: John reported that it was a pleasant, worthwhile day and it netted the COA several new volunteers. We shared space and the canopy on Mass. Ave. with the Arlington Seniors Association. However, John felt additional signage is needed, especially over the canopy.

•Associate Board Members: John had checked this matter out a few years ago with the Town Mgr. who said we could go ahead on it -- he did not need to appoint because an associate board member would be a non-voting position. The associate could take part in discussions and sit on committees. The association position could also serve as preparation for an opening on the board should an associate be interested. Harry would like to see a job description for this position and John said he will have one ready for the next board meeting.

•MCOA Annual Conference, Oct. 27-29: John suggested as many members attend. •Vote to Cancel Regular Meeting of the Arlington COA: Shirley moved to cancel the October 21, 2004 regular meeting of the Board of Directors; Harry seconded; all in favor.

There being no further business to come before the meeting, Shirley moved to adjourn, Harry seconded; all in favor.

Adjourned at 9:00 p.m.

Shirley Chapski,
Secretary

Date of next Regular Meeting, November 18, 2004 at 7:30 p.m.